



TOWN AND VILLAGE OF HARRISON ENGINEERING DEPARTMENT



Alfred F. Sulla, Jr. Municipal Building
1 Heineman Place
Harrison, New York 10528

Michael J. Amodeo, P.E., CFM
Town/Village Engineer

LAND DEVELOPMENT APPLICATION INSTRUCTIONS AND INFORMATION

Any project that involves the disturbance of **ANY** quantity of land requires the applicant to receive approval for the project from the Engineering Department, in the form of an approved Land Development Application and Site Plan(s). The specific types of projects that require Engineering Department Approval include, but are not limited to: new construction, exterior alteration/addition, new accessory structure, sewer connection, deck, pool, regrading, fill, excavation, wall, driveway and sports court.

Submission Requirements: Applicant must submit a COMPLETED Land Development Application and three (3) sets of plans (minimum submission size 11"x17", maximum submission size 24" x 36") which detail the proposed work. APPLICATIONS WHICH ARE INCOMPLETE WILL NOT BE ACCEPTED. *The review process takes approximately three (3) weeks.* The applicant (or designer) will be notified when the application has been approved. This approval, along with a Building Permit Application is then submitted by the applicant to the Building Department to obtain Building Permits.

If your project originated with the Planning Board, please be advised that ALL Planning Board Resolutions and associated Town Board Resolutions must be attached to your application.

Architectural Review Board: Prior to being placed on the agenda for the Architectural Review Board, many applications must first receive Engineering Department Approval. It is the applicant's responsibility to confirm if Engineering Department Approval is required for their project. Submit application as described above.

Definitions:

Pervious Surface – surfaces which allow rainwater to pass through them and soak into the ground instead of flowing into storm drains.

Impervious Surface - artificial structures, such as pavement, roads, sidewalks, driveways and parking lots, that are covered by impenetrable materials such as asphalt, concrete, brick, and stone.

Stormwater - water that originates during precipitation events or as snowmelt that enters the stormwater system. Stormwater that does not soak into the ground becomes surface runoff, which either flows directly into surface waterways or is channeled into storm sewers, which eventually discharge to surface waters.

LAND DEVELOPMENT APPLICATION



Must be completed for ALL land disturbing activity, or the
creation / modification of impervious surfaces,
or any work within a flood plain

SITE INFORMATION

Property Address _____

Block _____ Lot _____

Size of Parcel _____ SF (or) Acres

DESCRIPTION OF PROJECT

Engineering Department Use Only

APPLICATION # _____

	YES	NO
FLOODWAY	<input type="checkbox"/>	<input type="checkbox"/>
FLOODPLAIN	<input type="checkbox"/>	<input type="checkbox"/>

WATERSHED _____

LAND DISTURBANCE CLASSIFICATION

Area of Land Disturbing Activity _____ Square Feet (SF)

Impervious Area being Created/Modified _____ Square Feet (SF)

Stormwater: (please refer to checklist found on page 3 and 4 of this application for the appropriate requirements of each category)

- ☐ Land disturbance equals 0 SF, and Impervious Surface Created/Modified is less than 500 SF (general conditions)
- ☐ Tier 1: Land disturbance greater than 0 SF, less than 20,000 SF
or
Impervious Area being Created/Modified greater than 500 SF
- ☐ Tier 2: Land disturbance greater than 20,000 SF, less than 1 Acre
- ☐ Tier 3: Land disturbance 1 Acre or greater

Slope Category: (area of each category combined should equal the total area of land disturbing activity stated above)

0% - 15% _____ Sq.Ft. 25% - 35% _____ Sq.Ft.

15% - 25% _____ Sq.Ft. 35% + _____ Sq.Ft.

CONTACT INFORMATION

Landowner — Name _____ Street _____

City _____ State _____ Zip Code _____

Phone _____ Fax _____ Email _____

Designer — Name: _____ Street _____

City _____ State _____ Zip Code _____

Phone _____ Fax _____ Email _____

Engineering Department Use Only

APPROVED BY: _____ Date: _____

☐ Approved with Conditions

☐ Approved with Stipulations

☐ Approved

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LAND DESCRIPTION

	YES	NO
Are there any rights-of-way, easements, restrictive covenants or conditions of approval which encumber the property? If so, please indicate the nature of these restrictions and supply three (3) copies of the legal instrument (i.e. deed, covenant, conservation easement, approval letter, etc.) which created this restriction.	<input type="checkbox"/>	<input type="checkbox"/>
Is the property being served by a septic system?	<input type="checkbox"/>	<input type="checkbox"/>
Is the property being served by a well?	<input type="checkbox"/>	<input type="checkbox"/>
Is proposed work being done within a wetland or wetland buffer?	<input type="checkbox"/>	<input type="checkbox"/>
Is proposed work being done within 100 feet of a water course?	<input type="checkbox"/>	<input type="checkbox"/>
Is proposed work being done within a Town right-of-way?	<input type="checkbox"/>	<input type="checkbox"/>
Is proposed work being done within an easement located on the property?	<input type="checkbox"/>	<input type="checkbox"/>
Are trees larger than 4" being removed during this project?	<input type="checkbox"/>	<input type="checkbox"/>
Is there fill being delivered from an off-site location?	<input type="checkbox"/>	<input type="checkbox"/>
Will there be any re-grading of the property during this project?	<input type="checkbox"/>	<input type="checkbox"/>
Will you be connecting into a Town utility?	<input type="checkbox"/>	<input type="checkbox"/>

DESIGN INFORMATION

Plans Prepared By:

Name _____ License # _____



Signature of Professional

Date

Signature of Owner

Date

Signature of Applicant

Date



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www.harrison-ny.gov/engineering

LAND DEVELOPMENT REQUIREMENTS



Must be completed for ALL land disturbing activity, or the creation / modification of impervious surfaces, or any work within a flood plain

This checklist is provided as a list of minimum requirements for submittal of a site plan when requesting approval of a Land Development Application. It serves to help you and the Town/Village of Harrison expedite the processing of your permit application. Each application must include all "General Requirements" below. Depending upon the project classification (see Land Development Application), the appropriate stormwater "Tier Requirements" must also be submitted.

GENERAL REQUIREMENTS

- ☐ All existing and/or proposed utilities must be shown (i.e. sanitary sewer, water service, gas service, septic areas, well etc.)
- ☐ Provide sight distance analysis for new intersections formed by proposed/realigned driveways
- ☐ Provide a profile for all proposed/realigned driveways. Driveways must include adequate platforms at garage and street levels.
- ☐ Provide location map of property. Include nearest cross streets and North arrow.
- ☐ Provide survey of property showing all easements, structures etc.
- ☐ Show all watercourses located within 100' of the property
- ☐ Show Flood Plain and Flood Way elevations and boundaries
- ☐ Show all wetland and wetland buffer boundaries
- ☐ Show all rock outcropping
- ☐ Provide rim, grate and invert elevations for all existing and proposed structures

SLOPES

- ☐ A slope analysis plan, performed by a design professional must be submitted. Slope analysis must include an accurate topographic representation of the disturbed area using a minimum of 2' contours. A slope category breakdown for the entire disturbed area must be shown using uniquely shaded areas for each category. Slope categories shall match the categories listed on the Land Development Application.

GRADING

- ☐ Proposed grading shall be done in a manner as to not cause increased runoff to neighboring properties. All existing and proposed grades shall be shown on the site plan. Arrows indicating direction of surface water flow must also be included.
- ☐ All existing walls found within property must be shown. Heights of walls must also be labeled.
- ☐ All proposed retaining walls must be shown with top and bottom of wall elevations. Details of wall must also be shown. The entire wall must be located within the property line (including footing).
- ☐ Identify all existing drainage paths (ditches, pipes, or overland flow) flowing onto or through subject property. Demonstrate that these paths will be protected and maintained.
- ☐ Label all existing and proposed floor elevations
- ☐ Label average grade around proposed structure

EROSION CONTROL

- ☐ Erosion control measures, (i.e. construction access pads, properly trenched silt fencing, staked hay bales, etc.) meeting NYSDEC requirements must be shown on all site plans. All erosion control must be properly installed and maintained prior to and throughout construction. Failure to comply will result in work stoppage and fines.

STORMWATER

- ☐ A stormwater system must be properly sized and designed. The entire stormwater system must be clearly shown and accurately depicted. Pipe inverts, structure locations, pipe size and pitch, and all appropriate calculations must be submitted. Depending upon the area of land disturbance, specific requirements must be met. Refer to the appropriate Stormwater Design Requirements found on the reverse side of this checklist. The NYSDEC Design Manual can be found here: <http://www.dec.ny.gov/chemical/29072.html>

LAND DEVELOPMENT REQUIREMENTS



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STORMWATER “TIER 1” REQUIREMENTS

- ☐ ☐ Runoff from all newly created impervious areas shall be collected and conveyed to a stormwater management system.
- ☐ ☐ The management system is properly sized to store 3 inches of runoff over these impervious areas, without the benefit of a percolation rate. No credit for pre-existing impervious areas is taken.
- ☐ ☐ Percolation data must be obtained and submitted in order to demonstrate that the proposed stormwater system will drain between storms.
- ☐ ☐ Design of the management system, including the percolation test results and subsurface exploration results must be certified by the design professional.
- ☐ ☐ Demonstrate that overflows from the system do not create erosion or is not directed to areas where negative impacts will occur. System overflows shall be directed through downspout, surcharge pipes or driveway drains.
- ☐ ☐ In cases where soil conditions do not permit both infiltration and storage, water quality as well as 24 hour storage for the 1 year storm event from the impervious areas shall be designed. A zero increase in the peak rates for a 10 and 25 year storm shall be accomplished. In areas that site conditions impede the management’s functionality, the Town Engineer may use his discretion.

STORMWATER “TIER 2” REQUIREMENTS

- ☐ ☐ All requirements set for “Tier 1” must be satisfied. (see above)
- ☐ ☐ Design, inspection and certification of stormwater system must be performed by a New York State licensed Professional Engineer, or a qualified Stormwater Professional.
- ☐ ☐ Erosion Control inspection reporting shall follow the regulations set by the NYSDEC manual.
- ☐ ☐ As-Built drawings of the stormwater management system shall be submitted.

STORMWATER “TIER 3” REQUIREMENTS

- ☐ ☐ All requirements set for Stormwater “Tier 1” and Stormwater “Tier 2” must be satisfied. (see above)
- ☐ ☐ During the design of the proposed stormwater system, requirements set forth in the NYSDEC Design Manual must be properly used and satisfied. The NYSDEC Design Manual can be found here: <http://www.dec.ny.gov/chemical/29072.html>
- ☐ ☐ **Water Quality** requirements must be met: the 90% Rule has been applied.
- ☐ ☐ **Channel Protection** requirements must be met: 24-hour detention of the post-developed 1-year, 24-hour storm event has been demonstrated.
- ☐ ☐ **Overbank Flood** requirements must be met: Peak discharges from the 10-year storm has been controlled to meet the 10-year pre-development rates.
- ☐ ☐ **Extreme Storm** requirements must met: Peak discharges from the 100-year storm has been controlled to meet the 100-year pre-development rates.
- ☐ ☐ A NYSDEC Notice of Intent (NOI) along with notification of authorization from the NYSDEC is required prior to the issuance of any building permits.
- ☐ ☐ Land disturbance greater than 5 acres is not permitted.



FLOOD PLAIN APPROVAL PROCESS

ALL SITE PLANS MUST CONTAIN THE FOLLOWING INFORMATION

ENGINEERING
DEPARTMENT

1 HEINEMAN PLACE
HARRISON, NY 10528

ENGINEERING@HARRISON-NY.GOV

This checklist outlines the procedure that must be followed when requesting approval of a Land Development Application on a property within a FEMA Floodplain. It serves to help you and the Town/Village of Harrison expedite the processing of your permit application. Each application must include all "General Requirements" below. Depending upon the project classification (see Land Development Application), the appropriate stormwater "Tier Requirements" must also be submitted.

When any portion of the application property is located within a FEMA designated Floodplain, the following must be submitted with your Land Development Application :

PLANNING:

- ☐ FEMA Map and Panel number:
- ☐ FEMA Floodplain Elevation (obtained from the Engineering Department)

DESIGN:

- ☐ Topographical Survey using FEMA Flood Insurance Rate Map Data (NAVD 1988)
- ☐ FEMA Pre- Construction Elevation Certificate
- ☐ Site Plan showing proposed work using the same elevations as indicated above. Indicate the location of the floodplain/floodway on the site plan

When the above information is received and approved by the Engineering Department, Town Board authorization will be requested for the Building Inspector to issue a Building Permit for the project.

Once Town Board approval has been granted, the Town Board Resolution and the Engineering Department approval can be used to apply for a Building Permit. The Engineering Department Approval will contain four (4) Post-Construction conditions that MUST be satisfied prior to the issuance of a Certificate of Occupancy:

POST CONSTRUCTION:

- ☐ FEMA Elevation Certificate, sealed and certified by the Design Professional
- ☐ Non-Conversion Agreement
- ☐ Certification of Building Materials
- ☐ Final As-Built Survey using FEMA Flood Insurance Rate Map Data (DATM NAVD 1988)

Upon completion of construction, all post construction requirements listed above must be submitted and approved by the Engineering Department prior to issuance of a Certificate of Occupancy.